

1004 Community Grants Policy

Statutory Policy



[Note: this policy updates and replaces five statutory policies: 102 – Grants to community organisations; 113 – Not-for-profit community organisations and in-kind support; 119 – Lifelong community grants; 120 – Cultural and sports performance grants; and 121 – Community grants – major events.]

[Note: supporting operational guidelines will also be developed.]

PURPOSE

- 1) The purpose of this *Community Grants Policy* (this policy) is to establish a framework for the consistent and transparent administration of community grants provided by North Burnett Regional Council. Under this policy, Council will partner with, enable and build the capacity of community organisations to celebrate our diversity and culture and improve quality of life across our region.

SCOPE

- 2) This policy applies to all community grants and support provided to community organisations and individuals located within, or benefiting, the North Burnett region.
- 3) This policy does not apply to:
 - a) Donations;
 - b) Sponsorship; or
 - c) Concessions for rates and charges.

DEFINITIONS

Term	Definition
Acquittal	Means the process by which the recipient of grant funding demonstrates in writing to Council that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the activity or project.
Auspecting	Means an arrangement where a legal organisation that meets the definition of a “community organisation” takes responsibility for grant funds on behalf of an individual or un-incorporated organisation to ensure funds are spent in line with the relevant funding agreement. An auspecting agreement must be submitted with the grant application.
Business	Means a person, partnership or organisation which is not a community organisation and is engaged in a profit-seeking enterprise or activity.
Community organisation	Means an entity that carries on activities for a public purpose or an entity whose primary objective is not directed at making a profit including incorporated associations, social enterprises, entities defined as not-for-profit under legislation and un-incorporated organisations (where auspecting requirements apply).
Community purpose	Means a purpose that is in the public interest to residents of the North Burnett region.
Conflict of interest	Means a conflict between an officer/delegate/Councillor’s personal interests, including, but not limited to; personal interests arising from their relationships or club memberships and the public interest.
Council	Means the North Burnett Regional Council.
Funding agreement	Means the terms and conditions upon which Council provides a grant to a recipient.
Grant	Means a sum of money given to an eligible community organisation or individual for a specified purpose, event or project to meet set objectives and outcomes in accordance with specific terms and conditions.
North Burnett region	Means the North Burnett Regional Council Local Government Area.
Public interest	The matter needs to affect more than a private or personal interest, it needs to affect a significant part of the public community.

Term	Definition
Sponsorship	Means a contractual business arrangement under which a sponsor, for a specified term, provides a contribution in cash and/ or in kind in return for specified negotiated commercial benefits. Sponsorship is different from grants funding, where money or goods are provided to recipients through a formally recognised program for a specified purpose, but with no expectation of commercial return.
Support	Means in-kind support provided by Council, such as the provision of services, equipment, plant and/or facilities to assist and support an activity, event or project conducted by an eligible community organisation.

POLICY

OBJECTIVES

- 4) The objectives of this *Community Grants Policy* are to:
- Provide community grants and support to eligible community organisations for activities that are in the public interest in accordance with statutory requirements;
 - Provide community grants and support in accordance with a transparent framework that sets out criteria for separate and distinct types of assistance;
 - Ensure that Council maintains budgetary control over community grants and support by understanding and reporting on the full cost and resources attributed to such assistance; and
 - Encourage and support community organisations to build capacity and self-sustainability over time.

PRINCIPLES

- 5) The following principles apply under this policy:
This policy supports the distribution of funds in an equitable, transparent and responsible manner. Council must be satisfied that:
- The funded initiative aligns with Council's vision and mission;
 - The recipient entity meets the eligibility criteria outlined in this policy;
 - The funding will be utilised for a purpose that is in the public interest; and
 - The funding will address an identified need in the community

POLICY STATEMENT

- 6) Council recognises the vital contribution that community organisations make to the economic, environmental, social and cultural wellbeing of the North Burnett region. Through the provision of community grants (subject to budget allocations), Council is committed to supporting community initiatives that align with Council's corporate priorities and demonstrate a purpose that is in the interest of the North Burnett community.
- 7) This policy is developed with a philosophy of partnership, with an emphasis on developing and enabling community organisations to make a positive and ongoing contribution to the region. This policy aims to build community capacity, encourage participation and develop vibrant, engaged and resilient local communities.
- 8) This policy has been developed to ensure an equitable, open and transparent process for community organisations to seek financial assistance which complies with relevant legislation. This policy and associated supporting guidelines act as tools to ensure that decision-making around the provision of community grants enriches the sense of community in our region.

Eligibility criteria

- 9) Community organisations, as defined in this policy, are eligible to apply for grants funding if they meet all of the following criteria:
- Operate within the North Burnett region, or are able to demonstrate that the project will benefit residents of the North Burnett region;
 - Have appropriate insurance and adhere to sound workplace health and safety practices;
 - Are able to demonstrate financial viability; and

- d) Have no overdue debt to Council or have entered scheduled payment arrangements with Council which are being adhered to and/or have met acquittal conditions of previous Council funding.
- e) Meet specific eligibility criteria of the funding program as set out in the supporting guidelines.

- 10) Individuals, as defined in this policy, are eligible to apply for funding through particular identified programs (as outlined in supporting guidelines), if they meet all of the following criteria:
- a) Reside within or demonstrates a strong link to the North Burnett Regional Council Local Government Area, or are able to demonstrate that the project or program will benefit residents of the North Burnett Regional Council Area
 - b) Have no debt to Council, or have entered into scheduled payment arrangements with Council which are being adhered to and/or have met acquittal conditions of previous Council funding
 - c) Meet specific eligibility criteria of the funding program as set out in the supporting guidelines.

Ineligible to apply

- 11) Agencies, departments, organisations and businesses not eligible to apply for grants funding are:
- a) Government agencies or departments of local, state or federal government;
 - b) Education, religious or medical organisations where the application is for the organisation’s core business; and
 - c) Businesses (*Note:* that a social enterprise is defined as a community organisation under this policy).

ROLES AND RESPONSIBILITIES

- 12) Council’s Community Engagement division is responsible for the administration and management of associated programs.
- 13) The General Manager Corporate and Community is responsible for ensuring that the policy is understood and adhered to by all staff.

APPLICABLE LEGISLATION AND REGULATION

- 14) This policy is established to meet the requirements of:

The *Local Government Regulation 2012 (Qld)*

RELATED DOCUMENTS

- 15) Related documents are associated supporting guidelines as endorsed by Council from time to time.

RESPONSIBLE OFFICER

Chief Executive Officer

APPROVAL DATE

26 May 2021

REVIEW DATE

May 2025 (Standard four-year term)

REVISION HISTORY

Version	Meeting	Approval Date	History
1	General	26/05/2021	New Policy

ANNEXURE 1

Community Grants Program Guidelines